

GUIDE FOR VISITORS TO BEIS YAAKOV JEWISH HIGH SCHOOL ACADEMY

Welcome to Beis Yaakov Jewish High School Academy. Please take note of the following measures, which are designed to ensure the safety of our students.

ARRIVAL AT BYHSA

Once on site, please report to reception. Visitors should only enter the school via reception.

- At reception, please state the purpose of your visit and who you are meeting. You should be ready to produce formal identification upon request.
- You will be asked to sign into our computerised school visitor system in reception. This takes a photograph and notes your name, organisation, your vehicle registration and who you are visiting.
- You will be required to wear an identification badge which must remain visible throughout your visit.
- A member of staff will be assigned to escort you to where you need to be.
- Please ensure that you **sign out** on each occasion you visit the school.

ACCESSIBLE ADULT TOILET

This is located in the reception.

CULTURAL SENSITIVITY

Our students and staff are well prepared for life in Modern Britain and are used to meeting people from a variety of backgrounds. Please do check with your point of contact that your material is culturally sensitive. This will ease your interactions with our staff and students.

ETHOS AND DRESS CODE

BYHSA is an orthodox Jewish school, and we prefer that visitors to our school dress according to the school dress code:

Tops should cover to the collarbone and sleeves should cover the elbow.

Women should only wear skirts and they should cover the knee.

We would like to remind you that in Orthodox Judaism, there is no physical touch with the opposite gender; this includes handshakes.

FIRE EVACUATION

- Upon hearing the fire alarm, you should leave the building by the nearest exit which is clearly signposted around building.
- Please stay with your host as they will escort you to the assembly point and ensure that you are recorded present by the administrative staff.
- The assembly point is on the external playground (down the hill, surrounded by green gates).
- Do not take any personal risks.
- You must not re-enter the building until told it is safe to do so.

FIRST AID

If you feel unwell during your visit or need first aid assistance, please contact reception who will call a first aider.

MOBILE PHONES/CAMERAS AND PHOTOGRAPHS

- Visitors are prohibited from taking any pupils' photographs or videos whilst on the school premises.
- Phones should only be used in connection with your business and when approved.
- Do not leave equipment unattended.
- Please ensure that bluetooth is turned off.
- Visitors may not use school computers or access the school system unless approved by a member of staff.

NUT FREE SCHOOL

Please note that this is a nut free school.

SAFEGUARDING CONCERNS

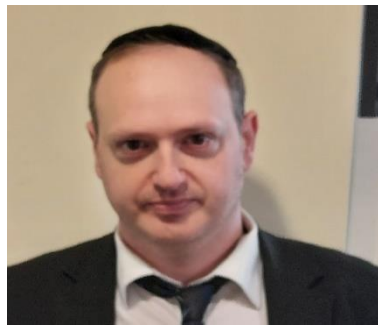
Safeguarding is our top priority. The safety and security of the students, staff and visitors is of paramount concern.

If you have any concerns that a student may be at risk, please report these immediately to our Safeguarding team who are pictured below:



Rabbi N Wilson

**Designated
Safeguarding Lead**



Mr B Myers

**Deputy Designated
Safeguarding Lead**



Mrs T Reznick

**Deputy Designated
Safeguarding Lead**



Mrs N Bor

**Deputy Designated
Safeguarding Lead**